




## SEPARATIONS / RETIREMENTS

### 1. Administrative / Management Staff


Follow the steps outlined in the 'Separations' job aid found on the EHRP Website at:  
<http://nbrss.nih.gov/pdf/Sep4Adm.pdf>.

### 2. HR Operations

1. **Access PAR via worklist**  
*Go to: Home > PeopleTools > Worklist > Use > Worklist*
2. **Review and update PAR as needed**  
*For Action and Reason Codes see the **Action/Reason Code Table** on pages 3 and 4*
3. **Change PAR/WIP status to "REV"**
4.  Save
5. **Forward OPF with paperwork to HRPS**

### 3. HR & Payroll Solutions (HRPS)

**NOTE:** *The following steps involve PAR actions and Data Entry. These steps must be performed on the SAME DAY and with the SAME EFFECTIVE DATE.*

1. **Access PAR via worklist**  
*Go to: Home > PeopleTools > Worklist > Use > Worklist*
2. **Review and update PAR as needed**  
*For Action and Reason Codes see the **Action/Reason Code Table** on pages 3 and 4*
3. **Change PAR/WIP status to "PRO"**
4.  Save



5. **If action is a Retirement, access Retirement Separation Data Page (If not a Retirement, skip steps 5 to 7)**  
Go to: Home > Administer Workforce > Administer Workforce (USF) > HHS > Retirement Separation

6. **Enter the following Retirement Separation data as appropriate:**

Effective Date	Vol Sep Inc Payment	Type of Claim
9% Admin Fee	Sep Street Address	Sep City
Sep State	Sep ZipCode	Sep Health Enrollment
Life Insurance Amount	Life Insurance Reduction	Standard Op Life Ins
Add't Opt Life Ins Family	Life Ins	Survivor Election
Tax Withholding	Sep Fed Tax Mar Stat	Sep Federal Tax Allowance
Sep EFT Routing #	Sep EFT Type Acct	Sep Allot Account No.
Refund Received	Post 56 Mil Ser Dep	Mil Ret Pay Rec
Mil Ret Pay Waiver	Cur Receipt of OWCP	Court Order w/Appl

7.  Save

8. **Process Home Address Change if needed**

Go to: Home > Administer Workforce > Administer Workforce (USF) > HR Processing

9. **Terminate any FEGLI, FEHB, and TSP Benefits**

Go to: Home > Compensate Employees > Administer Base Benefits > Use >

10. **Stop any Special Pays**

Go to: Home > Administer Workforce > Administer Workforce (USF) > HR Processing



**Action / Reason Code Table for Separation Actions**

Action Code	Action Description	Reason Code	Reason Description
TER	Termination	ATC	Agreed Term. of Apprent of CDD
		ATT	Attendance
		CDE	Closing Down of Establishment
		CHI	Child/House Care
		CON	Misconduct
		DEA	Death
		DIS	Dishonesty
		DSC	Discharge
		EAB	Employer's Anticipated Breach
		EAC	End of Apprenticeship Contract
		EES	Dissatisfied w/Fellow Employee
		EFT	End of Fixed-Term Contract
		ELI	Elimination of Position
		EOD	End of Demand
		EPP	Employer's End Probation Time
		ERT	Early Retirement
		FAM	Family Reasons
		GMI	Gross Misconduct
		HEA	Health Reasons
		HRS	Dissatisfied with Hours
		ILL	Illness in Family
		INS	Insubordination
		JOB	Job Abandonment
		LOC	Dissatisfied with Location
		LTC	Legal Termination of Contract
		LVE	Failure to Return from Leave
		MAR	Marriage
		MIS	Misstatement on Application
		MUT	Mutual Consent
		OTP	Resignation-Other Position
		PAB	Payee's Anticipated Breach
		PAY	Dissatisfied with Pay
		PCD	Premises Closed
		PER	Personal Reasons
		POL	Dissatisfied w/Comp. Policies



Action Code	Action Description	Reason Code	Reason Description
TER cont'd.	Termination cont'd	PPO	Pension Payee Off
		PPP	Payee's End Probation Time
		PRM	Dissatisfied w/Promotion Opps
		PTD	Partial/Total Disability
		RAT	Retired from Affiliate
		RED	Staff Reduction
		REF	Refused Transfer
		REL	Relocation
		RES	Resignation
		RET	Return to School
		RLS	Release
		RWU	Receivership or Wind-Up
		SUP	Dissatisfied with Supervision
		TAF	Transfer to Affiliate
		TAR	Tardiness
		TMP	End Temporary Employment
		TRA	Transportation Problems
		TYP	Dissatisfied w/Type of Work
		UFC	Unforeseen Circumstances
		UNS	Unsatisfactory Performance
		VIO	Violation of Rules
		VSP	Voluntary Separation Program
		WOR	Dissatisfied w/Work Conditions
		REM	Removal
		TER	Termination
		CFE	Conversion from EHRP
RET	Retirement	ERT	Early Retirement
		RET	Retirement
		VRE	Voluntary Retirement